**I’m a PC**

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| Go to your Start button at the bottom left corner of your screen then to > Computer  A similar window should appear as pictured left.  **Right click** as shown below then click  **ADD NETWORK CONNECTION** |
| Carefully type the address as shown below into the box. USE the \ located ABOVE the Enter key.  NOT the / located below the ? |
|  |
| Click NEXT |
|  |
| Your username is your entire email address  Your password is your email password. |
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| Use the default name for this location or give it a name you will remember. Click NEXT. |
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| This name confirmation page appears – click FINISH . |
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| When you connect you will have **Staff, Websites, Sharing, and Schools**.  The **Staff folder** has a folder for each employee.  Inside their folder is:  Dropbox-Employee has full access, everyone can add files and can see files but cannot open them unless they are the on that dropped them. Only the owner of the folder or person who dropped the file can delete it.  Public- Employee has full access, everyone has view access  Private-Employee has full access, everyone else has no access  *The Schools folder has a folder for each school.  Everyone will have access to view, but only those who need to work on school webpages will have write access.*  Websites Folder will include staff and school websites.  Everyone has read access, employee has full access.  For the school website folders we will have to figure out who get full access to add files  If the user adds files to their website folder they will go to <http://staff.cmcss.net/first.last/index.html>  or whatever they name the website files. |